

COMMUNITY CENTER SUPERVISOR

DEFINITION: Under general supervision, performs work of moderate difficulty in managing a community or sports center designed for public use for recreation and social gathering; supervises custodial and administrative staff in maintaining the operation and maintenance of the centers; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Schedules, promotes and implements various recreational and cultural activities for the community; negotiates with parties and organizations desiring to use community center for dances, concerts, meetings, tournaments, etc.; maintains and accounts for center facilities, supplies and equipment; responsible for accounting of revenue generated from events and activities; works with local community organizations in promoting various health fitness programs and cultural activities.

Assists central program staff with proposals and grant writing for the continued operation and up keep of the centers; coordinates and implements services offered by other organizations; oversees the work of summer interns, college workers, seasonal clerks, contract aerobics instructors, part-time student workers, etc.; assures instructor's certifications are current; prepares and submits monthly and quarterly reports; troubleshoots and resolves maintenance problems; plans and performs building maintenance repairs.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of various expositions, rodeos and fair associations in the western United States.

Knowledge of the principles and practices of community center programs.

Knowledge of the methodology for funding fitness and health centers.

Knowledge of principles and practices of supervision.

Skill in developing and maintaining effective interpersonal relationships.

Skill in developing and implementing community programs for various age groups.

Skill in supervision.

Skill in interacting with people from different social, economical, cultural, and spiritual beliefs.

Skill in analyzing data and drawing valid conclusions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate effort in supervising several programs within a single community center.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Recreation or a closely related field; and three (3) years of experience overseeing several programs within a community and/or recreational center.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Public Administration, Business or closely related field.
- Two (2) years of public relation or recreation/community center operation.
- Two (2) years of supervisory experience.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.